

GLOBAL SUPPLIER CODE OF CONDUCT



PREAMBLE

At Wingstop, we are driven by our Mission and Purpose.

Our Mission: **To Serve the World Flavor**

Our Purpose: **Provide a successful business model centered around craveable flavor**

In pursuit of our vision **To Become a Top 10 Global Restaurant Brand**, we are committed to upholding and practicing our value system – the “Wingstop Way” – that represents the attributes ingrained in the fabric of our company culture. We are dedicated to being service-minded, authentic, fun, and entrepreneurial in all our actions. Since our founding in 1994, Wingstop has continued to thrive upon these foundations, which is exemplified in the way we conduct business, treat team members, and serve the community.

As a growing company with a global reach, we are also committed to unyielding integrity and the highest standards of business conduct. This commitment is integral to our business, and we believe it positively impacts our suppliers, consumers, employees, investors and the communities where we do business. We aim to develop strong relationships with our suppliers who share our values and demonstrate the same commitment to operating responsibly and ethically across all facets of our business.

SCOPE

This Global Supplier Code of Conduct outlines the standards and business practices that we require of all our direct and extended suppliers. These requirements apply to all tiers of our supply chain, including manufacturers, contractors, joint venture partners, agents, distributors, and consultants (each a “Supplier” and collectively “Suppliers”). They also extend to parent entities, subsidiaries, agents, subcontractors, and affiliate entities of Suppliers and apply to their respective employees, including permanent, temporary, contract, foreign, or migrant workers (each an “Employee” and collectively “Employees”). It is the Supplier’s responsibility to ensure compliance with both the intent and letter of this Code by its Employees and throughout its supply chain, including all sub-tier Suppliers/individuals, through dissemination, education, and verification.

Our Code applies to all Supplier business with us and our franchisees, who we may refer to as our Brand Partners. Wingstop reserves the right to verify compliance with this Code through internal or external assessment mechanisms such as, but not limited to, self-assessment questionnaires, independent assessments, surveys, and audits. We may occasionally update or amend this Code. We expect Suppliers to affirm they have received and understand the expectations of our Code. We reserve the right to terminate any agreement or business relationship in which a Supplier does not comply with this Code.^{1 2}

¹ This Global Supplier Code of Conduct applies to all Suppliers and is considered a minimum basis for operational conduct. Should a specific Supplier contract contain more stringent provisions or requirements, that contract will supersede in the event of inconsistency with this Code.

² Acknowledgement and agreement to this Code are required in every Wingstop contract. In the absence of a direct contract, acceptance of a Purchase Order, and its associated standard Terms & Conditions, commits the Supplier and all its operations to adherence of this Code.



QUALITY, HEALTH & SAFETY



Product Safety & Quality

Suppliers must provide Wingstop with high-quality products, ingredients, and services that meet all applicable quality and food safety standards. Suppliers must demonstrate that they have robust food-safety and quality-management systems, following the [Hazard Analysis and Critical Control Points \(HACCP\) Principles](#). Suppliers must immediately report to Wingstop any concerns about product safety.



Work Environment

Suppliers must provide their Employees safe and healthy working conditions, including potable drinking water, adequate sanitation, lighting, temperature, ventilation, and suitable facilities for women’s health needs. Facilities should be structurally sound and well maintained in accordance with all applicable laws and regulations.



Occupational Health & Safety

Suppliers must provide adequate and appropriate training and protection for Employees from potential safety hazards including, but not limited to, those associated with electrical, structural integrity, machinery, chemicals, toxins, vehicular, fall hazards, and facility layout. Employees shall be provided with appropriate and well-maintained personal protective equipment (PPE). PPE is to be provided by the Supplier at no cost to the Employee. Suppliers shall ensure that educational and training materials associated with safety and potential hazards are disseminated to all Employees, as appropriate for their roles, and in their primary language. Health & Safety related protocols should be clearly displayed within the facility or on site of operations. Suppliers should document, investigate, and report to the appropriate authorities any incidents that result in injury to an Employee requiring care beyond basic first aid.



Housing

When living accommodations are provided for Employees – either by the Supplier, a labor agent/agency, or other affiliate – the facilities must be clean, safe, and structurally maintained in accordance with all applicable laws and regulations. Facilities should promote basic human dignity through access to potable water, sanitary food preparation areas, reasonable personal space, adequate heat and ventilation, and clean and well-maintained bathrooms and showers. All facilities must have clear and unrestricted exits in the event of a potential emergency.



Emergency Preparedness

Suppliers shall identify and assess potential emergency situations and develop response procedures accordingly for all facilities and areas of operation. These shall include emergency reporting, Employee notification and evacuation procedures, appropriate first-aid supplies, fire detection and suppression equipment, and clear and unrestricted exits. Regular training and drills should be conducted to ensure Employees could execute response procedures in the event of an emergency. Emergency exit routes should be clearly posted, preferably using infographics.

BUSINESS INTEGRITY



Legal Compliance

Suppliers must comply with all applicable laws and regulations of the countries where the Supplier operates. For service providers, the location of service delivery shall take precedence. Suppliers shall also comply with all treaties, international standards, and regulations such as those related to international trade (including sanctions, export controls, anti-boycott laws and reporting obligations), data protection, data transfer rules, and antitrust and other competition laws.



Anti-Corruption

Suppliers must not – directly or through others – offer, promise, give, or accept any form of payment or incentive to gain an improper business advantage. Suppliers must not engage in fraud, bribery (including facilitation payments), kickbacks, money laundering, embezzlement, extortion, or any other form of corruption. Suppliers must, as applicable, comply with the [United Nations Convention against Corruption](#), the [U.S. Foreign Corrupt Practices Act](#), and the [UK Bribery Act](#) and shall not take any actions to violate, or cause business partners to violate, any applicable anti-bribery or anti-corruption laws.



Conflicts of Interest

Suppliers must disclose any situation that may appear as a conflict of interest, including economic ties and personal relationships: familial, romantic, or close personal friendships held between their Employees, Wingstop employees, or elected officials in jurisdictions where Supplier operates.



Gifts and Hospitality

Suppliers may not offer or provide our employees gifts and entertainment unless they are consistent with accepted business practices, limited in value, in a form not construed as gratuity, bribe or payout, not in violation of applicable law and generally acceptable standards, and of a type such that public disclosure of the facts surrounding such gift would not cause embarrassment or harm to us. Promotional items of a nominal value, such as company logoed ball caps, pens, and pads of paper are allowed so long as such offers are infrequent and do not have an appearance of impropriety. Cash or cash equivalents like gift cards, gift certificates, and stocks are never appropriate. We expect our employees to follow similar guidance and the requirements of our Code of Business Conduct and Ethics.



Fair Competition

Suppliers must not engage in illegal cooperation with competitors including bid rigging, price fixing, market allocations, or any other prohibited conduct that limits free and fair competition.



Confidentiality

Suppliers must secure our company private and confidential information in their possession, use it only per our instructions, and safeguard it from unapproved or unintended disclosure. This obligation continues after our business relationship ends. Supplier must comply with insider securities trading laws, including the prohibition against buying or selling securities or advising (e.g., tipping) others to buy or sell securities while aware of material, nonpublic information relating to Wingstop.



Data Privacy

Suppliers must comply with applicable data protection laws and regulations in the jurisdictions where they operate and apply information security and business continuity practices that adequately protect their businesses and conform to the industry standard. Wingstop reserves the right to audit or examine a Supplier's data protection practices. If a Supplier becomes aware of an actual or possible unauthorized exposure of data related to Wingstop, including the personal information of its team members, Suppliers must notify securityincident@wingstop.com immediately.



LABOR STANDARDS

Human Rights

Suppliers must respect their Employees by ensuring them – within the context of the Supplier’s business operations – a right to life, personal liberty, and personal security. Suppliers must comply with all applicable laws and regulations, including treaties and international standards such as the [UN Global Compact’s Ten Principles](#), [UN Guiding Principles](#), [Universal Declaration of Human Rights](#), [International Bill of Human Rights](#), [OECD Guidelines for Multinational Enterprises](#), and the [ILO’s Core Labor Standards](#) as codified in the eight core conventions. Special attention to ensuring these rights are upheld should be given to those who are at heightened risk for vulnerability or marginalization such as women, young people, indigenous peoples, minorities, people with disabilities, and migrant or foreign workers.

No Forced Labor

In accordance with the ILO definition of [forced labor](#), Suppliers shall not use (or facilitate the use of) forced labor in any of its manifestations including involuntary, compulsory, indentured, bonded, slave, or human-trafficked labor. Employees shall not be coerced to work using violence or intimidation or through means such as manipulated debt, retention of identity papers, or threats of denunciation to immigration authorities. Suppliers may use Employees in an official and voluntary government prison rehabilitation program in which workers are subject to the same terms, conditions, and wage rates as other Employees.

Recruitment Fees

Suppliers must follow the [Employer Pays Principle](#) and adhere to the tenet of the [Priority Industry Principles](#) that “No worker should pay for a job.” Employees shall not pay any fees or costs to the Suppliers, labor agent/agency, or any other third party associated with recruitment. Examples of fees and costs include – but are not limited to – legal fees, travel, lodging, passport and visa processing, medical exams, in-country support services, personal protective equipment, and training.³

Freedom of Movement

Suppliers must not restrict Employees’ freedom of movement through confining, imprisoning, or detainment during or outside of work hours at any location including worksites or Employee residences in accordance with the [Priority Industry Principles’](#) tenet that “Every worker should have freedom of movement.” Suppliers shall not withhold, or keep in their possession, any Employee documents or items including passports, identity papers, jewelry, ATM cards, or land deeds. All efforts should be made to provide Employees with safe and secure locations to keep such items, which they may access at any time without notification to, or intrusion from, any other individuals.³

Coercion

Suppliers, labor agents/agencies, or other affiliates shall not use any means of coercion such as intimidation, threats, or harassment – directly or indirectly – to pressure Employees into accepting or staying in a job. All Employees are to freely choose their employment and must be aware of all terms and conditions associated with their employment status, job functions, compensation, and process for termination of employment by either the Supplier or Employee. The Supplier, labor agent/agency, or other affiliate shall provide this information to the Employee in their primary language and all contractual elements are to be agreed upon before the commencement of employment activities. Records of all Employee contracts and agreements should be kept and be available for review or verification purposes by Wingstop or an appointed third party. The Supplier shall act in accordance with the [Priority Industry Principles’](#) tenet that “No worker should be indebted or coerced to work.”⁴

³ Additional guidance regarding the Priority Industry Principles can be found [here](#).

⁴ Additional information regarding the Priority Industry Principles can be found at www.theconsumergoodsforum.com.



Child Labor

Suppliers shall not employ anyone under the age of 15, under the minimum age of work, or under the minimum age for completing mandatory schooling as specified by local law. Suppliers must follow the higher law/requirement in instances where there is a contradiction. Suppliers shall comply with [ILO Convention 138](#) on the Minimum Age for Admission to Employment and Work, and [Convention 182](#) on the Elimination of the Worst Forms of Child Labor. Exceptions are subject to those allowed under national law and outlined by the [ILO](#). Per the ILO, any work that is likely to jeopardize children's safety or physical, mental, or moral health should not be done by anyone under the age of 18.



Retaliation

Suppliers shall not engage in any form of retaliation including threats, intimidation, physical, or legal attacks against human or environmental rights defenders, or those exercising their rights to freedom of expression, association, peaceful assembly, or protest against the business or its operations.



Working Hours

Suppliers shall comply with all applicable laws and regulations, or collective agreements, regarding maximum working hours, overtime, vacation time, leave periods, maternity/paternity leave, and public holidays. All overtime hours are to be voluntary and compensated at the legally required rate. Working hours are not to be excessive, such that the health or safety of the Employee are negatively impacted. Appropriate rest time, mealtime, and days off are to be provided to ensure a safe working environment and in accordance with all local laws or collective agreements.



Wages and Benefits

Suppliers must provide fair compensation that is, at a minimum, in compliance with all applicable wage and hour laws, rules, and regulations, including those associated with legally mandated benefits, overtime work, and other premium payment situations. Wages should be applied at a rate that is comparable with relevant standard industry living wage compensation. Suppliers shall provide Employees with timely payment and include transparent wage statements that can be used to verify compensation. Deductions from wages for disciplinary measures are prohibited. No deductions shall be made from Employee wages other than those required by law. Loan repayments from Employees to Suppliers, Supplier's labor agents/agencies or other affiliates shall not include excessive interest rates or be done in a manner that creates a situation of indebtedness or indentured labor as defined by the Consumer Goods Forum.⁵



No Harassment

Suppliers must treat all Employees with respect and dignity. Suppliers must ensure a work environment free from bullying, intimidation, coercion, corporal punishment, or harassment in any form including physical, psychological, sexual, or verbal. Special attention should be given to those who are at heightened risk for vulnerability or marginalization due to age, color, race, ethnicity, disability, family or marital status, gender identity, gender expression, nationality, religion, sex, or sexual orientation.



No Discrimination

Suppliers shall act in accordance with [ILO Convention No. 111](#) on Discrimination (Employment and Occupation) and make employment decisions including hiring, payment, benefits, advancement, termination, and retirement based on ability, qualifications, and achievements without preference or exclusion based on age; color; race; ethnicity; disability; family or marital status; gender identity; gender expression; nationality; religion; sex; sexual orientation; temporary, contracted, or permanent employment; or other status. Suppliers must demonstrate that women and men with similar ability, qualifications, and achievements are afforded similar work opportunities, wages, benefits, contract terms, and facilities.

⁵ CGF definitions can be found [here](#).



Right to Organize

Suppliers must respect the rights of their Employees to freely associate, organize, and bargain collectively, where allowed by law. Employees, or their representatives, shall be allowed to openly communicate with management regarding working conditions or management practices without fear of discrimination, reprisal, retaliation, intimidation, or harassment.



Work Documentation

Suppliers must only employ Employees with legal authorization to work in accordance with all local laws and regulations. Authorization must be validated through appropriate legal documentation. Suppliers shall not confiscate, or in any way withhold, legal documentation of Employees.



Ethical Employment

Suppliers shall not endeavor to avoid obligations of labor or social security laws or regulations through the use of labor-only contracting, sub-contracting, home-working arrangements, apprenticeship schemes, or the excessive use of fixed-term contracts. All third-party employment arrangements shall comply with [ILO Convention No. 181](#) on Private Employment Agencies.



ANIMAL WELFARE / SUSTAINABILITY / LAND USE

Animal Welfare

We have a long-standing commitment to the welfare, proper handling, and humane treatment and care for animals in our supply chain. We expect our Suppliers to use humane procedures and sound animal husbandry practices designed to prevent the mistreatment of animals. We invite our Suppliers to review Our Commitment to Animal Welfare on [our website](#), and to consult with and seek guidance from our subject matter experts on questions of animal welfare. We expect our Suppliers who provide meat, dairy, oil, or other animal products to operate in a manner that:

- Complies with all applicable federal, state, and local animal welfare laws, regulations, and standards
- Trains and communicates regularly with their employees about animal welfare
- Makes continuous efforts to improve animal welfare compliance
- Maintains a production system that complies with an industry standard welfare program that includes third-party welfare audits

Environment

Suppliers shall comply with all applicable environmental laws, regulations, and operating permits, always maintaining a status of legal compliance. Suppliers shall support our Corporate Responsibility commitments through continuous improvement and performance measurements of environmental and social indicators within own operations and throughout their supply chain. Activities may include but are not limited to: implementing best practices or sustainability initiatives related to manufacturing operations, agricultural practices or production systems, participation in capability building partnerships, or providing additional data and information. Suppliers must strive to reduce and/or optimize their use of energy, water, and agricultural inputs, reduce greenhouse gas emissions, minimize water pollution and waste, including food waste and landfill usage. Suppliers shall report progress on key performance indicators at least once a year, or as requested by Wingstop.

Deforestation

Suppliers shall support Wingstop requests for collaboration, information, or action regarding deforestation related issues, including, but not limited to, traceability, transparency, and capability building activities in support of industry commitments working toward zero net [deforestation](#). Suppliers shall adopt and implement their own commitments and policies to monitor and remediate adverse environmental and/or societal impacts of deforestation as a result of sourcing activities throughout their supply chain. Suppliers shall work with their supply chains to halt any and all new development of [High Conservation Value](#) and [High Carbon Stock](#) areas. Any products that have been sourced from HCV or HCS areas developed after December 31, 2015 will be considered in violation of this Code and Wingstop reserves the right to take action to address or remove non-compliant entities from its supply chain.

Land Rights

Suppliers must respect the land rights of women, indigenous people, and local communities affected by their operations and sourcing practices. Suppliers must ensure transparent reporting and disclosure of concession agreements and/or operating permits. All documentation shall be provided to all affected communities in their primary language. Suppliers must refrain from cooperating with any host government's illegitimate use of eminent domain to acquire land that will be used to provide products and services to Wingstop. Suppliers shall adhere to the principle of [Free, Prior and Informed Consent of Indigenous Peoples](#). Suppliers must identify and engage with small-scale producers to ensure they have access to fair market value for their crops, goods, or services. Suppliers shall not engage in any form of land-grabbing.



MANAGEMENT PRACTICES



Systematic Approach

Suppliers shall maintain a culture of integrity and compliance and provide sufficient oversight to ensure compliance with all applicable laws and standards, including this Supplier Code. This includes having an individual(s) with sufficient authority ensure compliance and communication of such laws and standards within the Supplier's own operations and throughout their associated supply chains.



Grievance Reporting

Suppliers shall provide means for confidential complaint/concern reporting for all Employees, taking into consideration the best practice guidelines highlighted in the [UN Guiding Principles](#). Issues should be addressed in a timely and respectful manner and include documentation of corrective actions.



Business Continuity

Suppliers will develop a business continuity plan and process to recover production process or services in the event of a natural disaster or other event that disrupts the production processes, services, or the ability of the Supplier to meet its delivery commitments to Wingstop. If requested by Wingstop, the Supplier will review its business continuity plan and make changes as agreed with Wingstop, subject to any confidentiality requirements.



Supplier Diversity

Suppliers should endeavor to use companies with diverse ownership throughout their supply chain, giving additional consideration to disenfranchised groups in an effort to support and cultivate a culture of diversity throughout our collective supply chain.



Record Keeping

Suppliers shall maintain all financial books, records, and accounts in accordance with applicable regulations, laws, and generally accepted accounting principles. This requirement includes data and documentation related to all payments made to government officials or entities, product traceability, food safety, Employee safety, and any additional requirements, documents, and records required by law, or requested by Wingstop.



Compliance Verification

Suppliers should review both owned operations and the operations of those supply chain partners that provide goods and services to Wingstop to verify compliance with this Code. This includes ensuring that the Code is available and communicated to all Employees in their primary language. Suppliers will cooperate with, and allow, Wingstop or an authorized third party to conduct audits (including social accountability audits) to verify compliance. If Wingstop identifies violations of this Code, Wingstop will work with the Supplier to remediate issues. If issues are not sufficiently resolved, Wingstop reserves the right to remove the Supplier from the supply chain.



Reporting Concerns

Suppliers and their Employees should promptly report any business conduct or ethics concerns involving or affecting Wingstop, whether or not the concern involves the Supplier, by calling the Wingstop Whistleblower Hotline at 844.440.0085 (EN) or 800.216.1288 (ES). Alternatively, they may send an e-mail to reports@lighthouse-services.com.

IN SUMMARY

We expect all suppliers to:

1. Comply with the law.
2. Do the right thing.
3. Communicate concerns about inappropriate business practices promptly to us.

Living up to these responsibilities will help create continued success for Wingstop and its valued Franchisees, known as our Brand Partners.

HAVE QUESTIONS? NEED MORE INFORMATION?

The website links listed in this Supplier Code of Conduct provide additional information. This Global Supplier Code of Conduct is also available on Wingstop.com. Questions may also be directed to us at codeofconductcompliance@wingstop.com.

